



SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



DO NOT USE FOR

* Contractor
vehicle permit

OR

* Single Day
Temporary Parking
Restriction
Request

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,
Riehle Plaza, or John T. Myers Pedestrian Bridge
Contact Facilities Department for availability / 765-807-1323

Step Two:

- Complete and submit this application to Lafayette Clerk's Office
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1021

User Information

6/24 12 noon closure → 6/25 midnight for tear down

Date of Event: 6/25/2022 Time: From: 5 PM am/pm to: 10 PM am/pm

Name: Sixth & South Organization: MatchBOX Coworking Studio

Street Address: 17 South 6th Street

City: Lafayette State: IN Zip Code: 47901

Contact person(s): Juliana Casavan Phone Number(s): 765-748-6225

Email: juliana@matchboxstudio.org

Event Description: Block Party Fundraiser Event

Caterer: TBD/Food trucks Caterer's Phone Number: _____

This event will utilize the following venues (check all that apply):

☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge

☐ City Right-of-way ☒ City Street ☒ Sidewalk ☐ Other _____

This event will include the following elements (check all that apply):

Estimated Attendance: 100 ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages

☐ Restroom Facilities (required for events 4+ hours) ☒ Tents/Canopies

☒ Alcohol (security is required) ☒ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

☐ Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>

☒ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other _____

Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, other \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

0	7 days		14 days	21 days	42 days		
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☐ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
no need - spoke w/ Holiday Inn
- ☐ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☒ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ 25 (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ 25 (optional)
- ☒ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # _____
- Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

Date: _____

"User"

By: Juliana Casavan
Signature

Printed: Juliana Casavan

Date: 4/5/2022

To Whom it may concern:

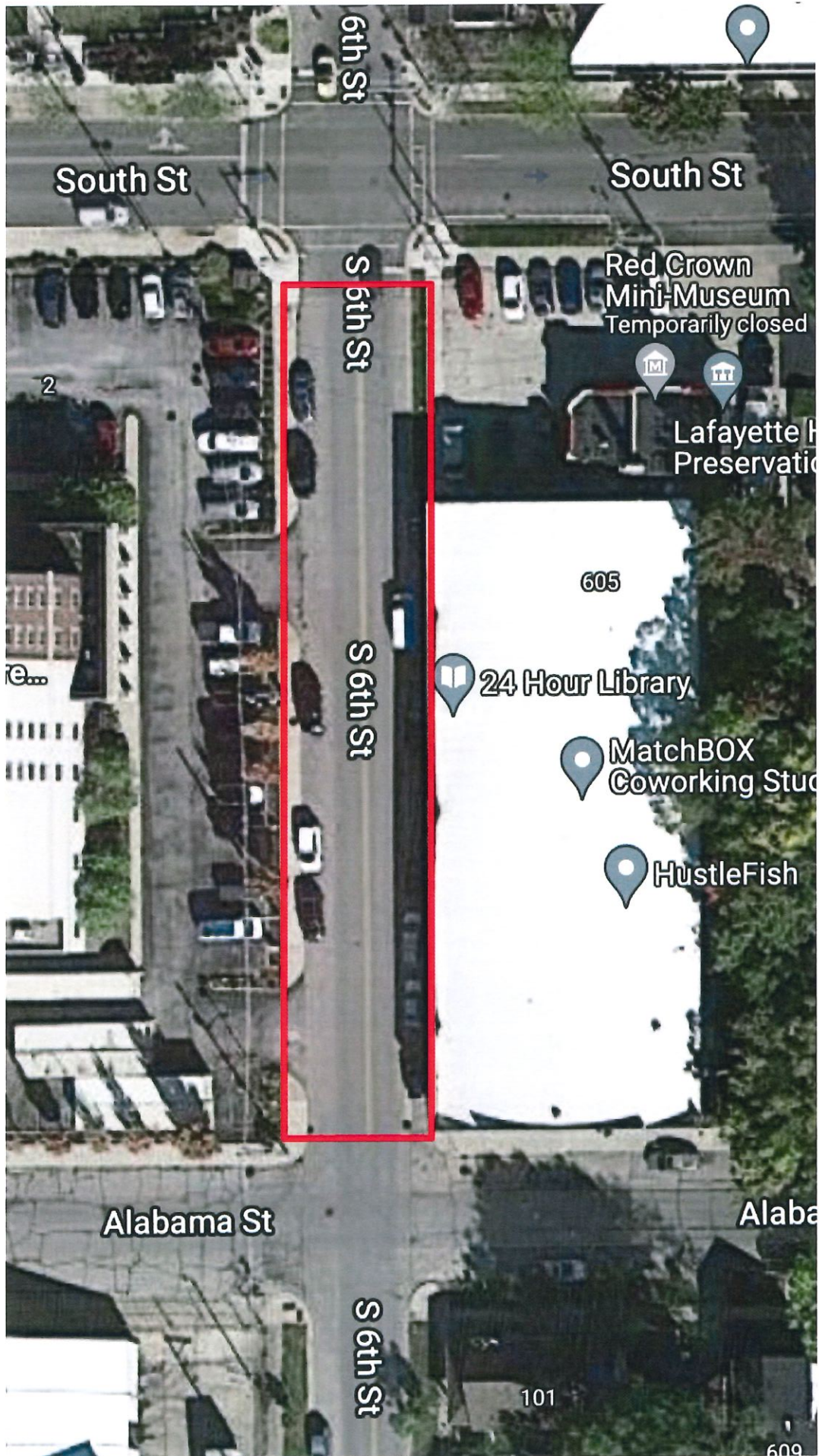
MatchBOX Coworking Studio will be holding a fundraising event on Saturday, June 25th from 6 PM - 10 PM. We would like to have the street blocked off on Friday, June 24th by 12 PM for setup of tents, tables, chairs, and stage and continue to be blocked off until midnight on June 25.

The event will be "block party" style and the street in front of MatchBOX will be closed during that time. It is a ticketed event and registration upon arrival will be required and wrist bands provided. Our intended audience is local business and community leaders that care about MatchBOX's mission of growing and supporting local businesses.

Food and alcoholic beverages will be catered and served by local vendors that have permits and licenses to do so. There will be an auction inside of the building as well as the bar service. We will have a stage in the street section that is blocked off for a live band and DJ. There will be tents, tables, and chairs throughout the blocked off section as well. We have reserved police security through Lafayette Police Department and they will be on site for the duration of the event.

Thank you,

The MatchBOX Coworking Studio Team
Juliana Casavan
juliana@matchboxstudio.org
765-748-6225





Acuity, A Mutual Insurance Company

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Amended Declarations

First Named Insured and Address:

MATCHBOX LLC
17 S 6TH ST
LAFAYETTE IN 47901

Agency Name and Number:

EPIC INS MIDWEST/MBAH INSURANCE
5957-BF

Policy Number: X91417

Policy Period: Effective Date: 03-17-22

Expiration Date: 03-17-23

In return for the payment of the premium and subject to all the terms of the policy, we agree to provide the insurance coverage as stated in the same.

12:01 A.M. standard time at your mailing address shown in the declarations

COVERAGE FORMS AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE PART

Form Number	Form Title	Premium
CG-0001R (12-11)	Commercial General Liability Coverage Form	\$
CG-0068F (05-09)	Recording and Distribution of Material or Info in Violation of Law Exclusion	
CG-2144F (07-98)	Limitation of Coverage to Designated Premises or Project	
CG-2147F (12-07)	Employment - Related Practices Exclusion	
CG-2167F (12-04)	Fungi or Bacteria Exclusion	
CG-2187R (01-15)	Conditional Exclusion of Terrorism (Relating to Disposition of Federal Act)	
CG-2292F (12-07)	Snow Plow Operations Coverage	
CG-7300 (04-08)	Acuity Advantages - General Liability	
CG-7367 (01-18)	Indiana Changes - Amendment of Definition of Pollutants	
IL-0017F (11-98)	Common Policy Conditions	
IL-0021F (03-14)	Nuclear Energy Liability Exclusion - Broad Form	
IL-0117R (01-18)	Indiana Changes - Workers' Compensation Exclusion	
IL-0158F (01-18)	Indiana Changes	
IL-7012 (01-18)	Asbestos Exclusion	
IL-7015 (01-18)	Indiana Changes - Cancellation and Nonrenewal	
CG-7321 (01-15)	Cap on Losses from Certified Acts of Terrorism	4.00
CG-7323 (01-15)	Exclusion of Punitive Damages Related to a Certified Act of Terrorism ...	
IL-7082 (12-20)	Disclosure Pursuant to Terrorism Risk Insurance Act	
CG-2106F (05-14)	Exclusion-Access of Confidential or Personal Info/Data with Limited BI ..	
CG-2109F (06-15)	Exclusion - Unmanned Aircraft	
Advance Endorsement Premium		\$ 4.00

Policy Number: X91417
Effective Date: 03-17-22

PREMIUM SUMMARY

Advance Schedule Premium	\$ 416.00
Advance Endorsement Premium	4.00
Total Advance Premium	\$ 420.00

The Total Advance Premium shown above is based on the exposures you told us you would have when this coverage part began. We will audit this coverage part in accordance with Section IV - Conditions, item 5 Premium Audit at the close of the audit period.

LIMITS OF INSURANCE

General Aggregate Limit (Other Than Products-Completed Operations)	\$ 2,000,000
Products-Completed Operations Aggregate Limit	2,000,000
Personal and Advertising Injury Limit (Any One Person or Organization)	1,000,000
Each Occurrence Limit	1,000,000
Damage to Premises Rented to You Limit (Any One Premises)	100,000
Medical Expense Limit (Any One Person)	5,000
Acuity Advantages - General Liability	See CG-7300

SCHEDULE OF LIABILITY CLASSIFICATIONS

Unit No.	Classification Description	Class Code	Premium Basis ¹	Rates		Advance Premium
				Premises	Products	
001	Buildings or Premises-Bank or Office-Mercantile or Mfg-Lessor's Risk Only (Not-For-Profit) - Products - completed operations for this classification are subject to the General Aggregate Limit	61216	10,000 AR	41.564	Included	\$ 416.00
Advance Schedule Premium						\$ 416.00

¹ AR = Area/Square Feet - Rates Apply Per 1,000

AUDIT PERIOD

Annual

FIRST NAMED INSURED IS:

LTD LIAB COMPANY (LLC)

Policy Number:
Effective Date:

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ADDITIONAL NAMED INSURED

WHO IS AN INSURED (Section II) includes the following Additional Named Insureds:

NONE

LOCATION OF ALL PREMISES YOU OWN, RENT OR OCCUPY:

17 S 6TH ST
LAFAYETTE, IN 47901

MISCELLANEOUS PAYMENT RECPT#: 3228840
City of Lafayette, IN
20 N 6th St
Lafayette IN 47901

DATE: 05/16/22 TIME: 11:30
CLERK: mmiller DEPT:
CUSTOMER#: 999
MISC CUSTOMER
COMMENT:

CHARGES:
APG1 APPLICATION FEE 25.00
BARR BARRICADE RENTA 25.00
AMOUNT PAID: 50.00

PAID BY: MATCHBOX COWORKING
PAYMENT METH: CREDIT CARD
V#6483 EX 0823

REFERENCE:

AMT TENDERED: 50.00
AMT APPLIED: 50.00
CHANGE: .00